

# TOWN MANAGER MONTHLY REPORT

## June, 2016

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**To:** Town Council

**From:** Marc Orlando, ICMA-CM, Town Manager

**Date:** July 12, 2016

**Town of Bluffton**  
20 Bridge St.  
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### Town Operations

- Weekly meetings with senior staff team every Wednesday.
- Monthly meetings with individual Department Heads, Deputy Town Manager, Executive Director of the Bluffton Public Development Corporation and the Executive Director of the Don Ryan Center for Innovation.
- Weekly meeting with Capital Projects Program Manager.
- Meetings with Department Heads throughout the month to prepare the FY2017 Consolidated Budget.
- Meetings with several Town of Bluffton employee candidates throughout the month.
- Meeting with Beaufort County Deputy Administrator on June 1<sup>st</sup>.
- Attended All-Staff Hurricane Preparedness Meeting on June 8<sup>th</sup>.
- Meeting with Island Packet Reporter Lucas High on June 15<sup>th</sup>.
- Attended New Employee Luncheon on June 22<sup>nd</sup>.
- Meeting with Director of Growth Management Heather Colin and Southeastern Development Associates President Mark Senn to review Buckwalter Place Development Schedule on June 23<sup>rd</sup>.

### Town Council/Town Attorney Related Meetings

- Weekly Mayor / Mayor Pro Tem / Town Manager meeting every Thursday.
- Monthly meeting with Town Attorney to coordinate Town Council Agenda items.
- Attended meetings with individual Town Council members throughout the month to review draft Town of Bluffton economic development video and proposed Town Code amendments.
- Meeting with Mayor Sulka and Councilman Hamilton on June 2<sup>nd</sup>.
- Meeting with Mayor Sulka, Councilman Toomer, Councilman Wood, Councilman Hamilton and Representative Tommy Pope on June 3<sup>rd</sup>.
- Meeting with Town Attorney on June 7<sup>th</sup>.
- Conference call with Mayor Sulka and Charleston County Economic Development Director on June 9<sup>th</sup>.
- Meeting with Mayor Sulka and Bluffton Historical Preservation Society Executive Director on June 13<sup>th</sup>.
- Attended Town Council Meeting on June 14<sup>th</sup>.
- Meeting with Mayor Sulka and Beaufort County Councilman Gerry Stewart on June 15<sup>th</sup>.
- Attended Town Council Special Workshop on June 21<sup>st</sup>.

### Community Related Meetings and Events

- Attended HHI's Town Manager 25-Year Anniversary Celebration on June 3<sup>rd</sup>.
  - Attended the Beaufort County Legislative Delegation Meeting on June 6<sup>th</sup>.
  - Attended Greater Bluffton Chamber of Commerce Moring Coffee Session on June 7<sup>th</sup>.
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